ESTUDIANTES

EDUCATION&SPORT

Safeguarding Children Policy

Category:	Policy & Procedure
Classification:	Governance
Version Number:	1.1
Written by:	Derek May & Darren Wiltshire
Updated by :	Darren Wiltshire and Maria Betancourt
Monitored by:	Darren Wiltshire and Trustees
Approved by:	Marcus Foley
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Distribution:	**Essential reading for:** Staff & Volunteers **Information for:** Board of Trustees
Additional documents:	Code of Conduct for Staff & Volunteers Information for Parents Key & Useful Contacts

1. Policy Statement

Estudiantes uses sport to improve the lives of children and young people in Haringey in North London. It provides service delivery directly to children and young people. As part of its operational model, it collects information about the educational and attendance record of the children and young people it works with.

It is the responsibility of Estudiantes' Directors, staff and volunteers to ensure that its safeguarding policies are followed when children and young people come into contact with the organisation.

Estudiantes is committed to taking positive action to combat unlawful discrimination in every respect of its work. We will ensure that all children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

This policy seeks to ensure that we at Estudiantes are undertaking our responsibilities with regard to the protection of children and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with (either directly or indirectly) know this and are empowered to tell us if they are suffering harm.
- We want parents and carers who use or attend our organisation to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
- This document has regard to the statutory guidance *Working Together to Safeguard Children 2015* (or *Working Together*). Child Protection has to be considered within professionals' wider "safeguarding" responsibilities that include a duty to co-operate under the Children Act 2004 and takes account of the need for children to 'be healthy' and to 'stay safe'.
- If we discover or suspect a child is suffering harm, we will notify the relevant Local Authority's Safeguarding Children Team or the Police in order that they can be protected if necessary. (See Appendix A for the categories of abuse)
- We will review our Safeguarding Children Policy and Procedures on an annual basis (or when there are changes in legislation) to make sure they are still relevant and effective.

*We at **Estudiantes believe** that every child must be protected from harm at all times.*

2. Responsibilities

This policy also seeks to make the professional responsibilities clear to all staff, volunteers and Directors to ensure that statutory and other duties are met in accordance with national requirements and procedures.

The Responsible Director for Safeguarding must ensure that this policy is in place and that sufficient time and resources are allocated for implementation.

The Management Team must ensure that the policy is accessible to all through the Designated Safeguarding Lead who takes responsibility for ensuring that all staff have induction and access to training, and who oversees the development of a safeguarding culture (Appendix A)

All Staff and Volunteers need to have read, be familiar with and feel confident in implementation of the policy during their induction period.

3. Safe Recruitment, Induction & Training

Estudiantes ensures safe recruitment: all job descriptions or roles that involve contact with children and families make a clear statement about safeguarding responsibilities.

Estudiantes ensures that checks are obtained via the Disclosure and Barring Service (DBS)[1](and acted upon prior to their engagement) for paid and unpaid staff, Directors and volunteers who undertake 'specified activities' with vulnerable adults and children,

[1] The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA)

in accordance with the Protection of Freedoms Act 2012. Those people in relation to whom we will make such applications are those in any position giving regular contact or access to children up to the age of eighteen or similarly vulnerable adults. The DBS check is renewed at least as frequently as once every 3 years.

Two references will be sought for new staff, volunteers and Directors and followed up as necessary.

A robust approach to the application process will be adhered to, using application forms designed to elicit a full and relevant history of applicants along with interviews, and proof of identity will be sought.

Where an allegation of misconduct or abuse is made against a staff member, volunteer, or Director, said individual will be suspended from duties with immediate effect until all investigatory measures are concluded by the relevant authority (Local Safeguarding Children's Board (LSCB), Police, and Social Services).

Cases of misconduct towards children involving employees, volunteers or Directors will be reported to the relevant Local Safeguarding Children Board (LSCB) – in Estudiantes' case the Haringey Safeguarding Partnership - as set out in the Children's Act 2004.

Upon appointment all staff and volunteers will receive an induction and basic training in line with *Working Together 2015*. This will include information on recognising where there are concerns about a child, where to get advice and what to do if no one seems to have taken their concerns seriously. Staff will also receive training in all organisational policies (Whistle Blowing, Safeguarding Children and Adults at Risk, Complaints Procedure, Equal Opportunities and Anti-Bullying and Harassment Policy) to ensure they fully understand their duties, and are confident to share information when appropriate. Training will be refreshed at least every 3 years.

We will endeavor to make this organisation a safe and caring place for children to be by having guidance and a Code of Conduct for Staff and Volunteers, with which all will be expected to comply (Appendix C).

We acknowledge that this work can be stressful and we have internal Supervision and access to external Clinical Supervision arrangements in place for all staff to support them in their work.

We expect discussions about Safeguarding to take place between staff, within supervision sessions and more formally in team meetings, to feed up to the Management Team meetings and ultimately to have a space within Board meetings, as we are committed to this work.

4. Safeguarding and Promoting the Welfare of Children

The definition for safeguarding and promoting the welfare of children in *Working Together to Safeguard Children 2015* is:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Where there is a safeguarding issue, Estudiantes *will* work in accordance with the

principles outlined in *Working Together* and within the local Safeguarding Children Team's policies and procedures:

- A child's welfare is paramount. Each child has a right to be protected from harm and exploitation and to have their welfare safeguarded.
- Each child is unique. Action taken by child welfare organisations should be child-centred, taking account of a child's cultural, ethnic and religious background, their gender, their sexual orientation, their individual ability and any special needs.
- Children, parents and other carers should be made aware of their responsibilities and their rights, together with advice about the power of professionals to intervene in their family circumstances.
- Parents and carers will be advised about Estudiantes' Safeguarding Policy when their children start receiving services from Estudiantes, so that they are clear that we promote a Safeguarding culture within our organization
- It is a requirement for the club to obtain informed parental/carer consent for all children joining the club by way of completing and signing the player registration form giving permission for the child to take part in Activities and residentials and where appropriate to consent for the use of details or images for publicity or media use before any child can take part in any activity. This must be returned to the club manager and/or welfare officer before your child can take part in any activity with the club.
- If a child is at risk of significant harm, there is a duty on the organisation to share information with statutory services. The referral should always be made to the local authority in which the child resides. This will be explained to the child or family member and appropriate reassurance given.
- Personal information is usually confidential. It should only be shared with the permission of the individual concerned (and/or those with parental responsibility) **unless** the disclosure of confidential personal information is necessary in order to protect a child or promote their welfare. In all circumstances, information must be confined to those people directly involved in the professional network of each individual child and on a strict "need to know" basis (see also our Information Sharing guidance).
- Professionals should be mindful of the effects of outside intervention upon children, upon family life and the impact and implications of what they say and do, however this should not override the safety and welfare of the child.
- Explanations by professionals to children, their families and other carers should be plainly stated and jargon-free. Unavoidable technical and professional terminology should be explained in simple terms.
- Sound professional practice is based upon positive inter-agency collaboration, evidence-based research and effective supervision and evaluation.
- Estudiantes promotes safe training and believes staff to young people working ratios should follow the recommended guidance from NSPCC as below:

Ages	**Adult to child ratio**
0 to 2 years	one adult to every 3 children (1:3)
2 to 3 years	one adult to every 4 children (1:4)
4 to 8 years	one adult to every 6 children (1:6)
9 to 12 years	one adult to every 8 children (1:8)
13 to 18 years	one adult to every 10 children (1:10)

Table1: ratio of adult to children ratio as recommended by NSPCC.

5. Safeguarding Children Procedure for Estudiantes

The process outlined below details the stages involved in raising and reporting safeguarding concerns.

- Staff / Volunteer communicate their concerns with their Line Manager as soon as is practical to do so.

- If there is imminent risk of harm, or a child has been injured, call 999 for Police or Ambulance.

- If able to do so discuss with the individual service user your concerns and that you have a duty to seek further help from statutory services (this could be help for them or for a third party if they have expressed concerns about the welfare of a child who is not cared for by them).
- Record what has happened in the notes, providing as much detail as possible, including time, date, how you discovered what was happening and what was said and done. An incident form must also be completed.

- Line Manager will contact the local Children's Services Safeguarding Team to make a referral within 24hrs of the concern coming to light.

- Line Manager maintains contact with Children's Services to ensure collaborative working and to ensure that an outcome of the referral is recorded.

- Staff / Volunteer to continue work with child as appropriate.

As per statutory government guidance *'Working Together to Safeguard Children 2015'* **anybody** can make a referral. However, due to our staffing structures, Estudiantes have agreed that this process should always be carried out by Line Managers or the Designated Safeguarding Lead.

Staff and Volunteers must make every effort to contact either of these individuals if they have a concern that they feel should result in a referral to the local authority. This is in order to support every staff member in their work.

6. Allegations against our Staff or Volunteers

Estudiantes recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

Any member of our staff (paid or unpaid) is required to report concerns or allegations against any professional or volunteer working for any organisation, in the first instance to their Line Manager. Staff will be asked to make a written record of this with as much detail as possible.

Line Managers will discuss with the Designated Safeguarding Lead, and contact will be made with the Safeguarding Children's Services Local Authority Designated Officer (LADO), to report to them. Any advice or process should then be followed.

APPENDIX A

DESIGNATED SAFEGUARDING LEAD (DSL)

Designated Safeguarding Deputy Lead and Welfare Officer is Maria Betancourt

Contact Email: safeguarding@estudiantes.co.uk

The Designated safeguarding Lead's role is:

- To provide support and guidance to other professionals working in Estudiantes to recognise and respond to the needs of children including prevention from possible abuse or neglect.
- To support Staff to make sure that they have suitable links and contact details for their Local Safeguarding Children Boards (LSCB) - Haringey Safeguarding Partnership in Estudiantes' case.
- To promote safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a Disclosure and Barring Service (DBS) check.
- To ensure that Staff and Volunteers have the appropriate level of supervision and support, including undertaking safeguarding training.
- To ensure that Staff and Volunteers are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported when they do.
- To act as a source of advice on all safeguarding matters and seek further advice and guidance from local statutory agencies as and when required.
- Ensure that a record is kept of any concerns about a child or person working with them and of any conversation or referrals to statutory agencies.
- To conduct regular audit activity to ensure the organisation is working in line with current practice including analysis of all reports relating to safeguarding to ensure learning and any patterns are identified.
- In the event of a safeguarding concern, the DSO should contact and report this to the LADO in Haringey and follow the procedure as described on Appendix (D) of the safeguarding children policy.

It is not the responsibility of the designated safeguarding officer to decide whether abuse has happened or not - that is the responsibility of Social Services or the Police to investigate.

APPENDIX B

GUIDANCE FOR STAFF AND VOLUNTEERS

Working Together 2015 explains that everyone has a responsibility to promote the welfare and safety of children, therefore it is the responsibility of Estudiantes to develop and nurture a culture that supports this approach.

Please read this guidance carefully. It will tell you what you need to know to safeguard children. All staff and volunteers are expected to follow this guidance.

The Designated Safeguarding Lead (DSL) for Estudiantes is Maria Betancourt. If you have any queries around the safety and welfare of any child, please contact her on safeguarding@estudiantes.co.uk

Please read:

- This guidance
- The Code of Conduct for staff and volunteers

You must follow the advice given in the documents above. If there is anything that you do not understand or do not agree with, please talk to your DSL about this.

All staff and volunteers must inform the DSL if they are: -

- Charged with a criminal offence involving a child, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
- Investigated by any authority due to concerns that you may have had involvement in causing harm to a child.
- Diagnosed with any medical condition that may affect your ability to carry out your role.
- Make sure you know what to do if a child tells you or you suspect that they are being harmed.

Code of Conduct for Staff and Volunteers

1. Always remember that while you are in contact with other people's children you are in a position of trust and your responsibilities to them, and the organization must be uppermost in your mind at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of any child.
4. Do not use unprescribed drugs or be under the influence of alcohol.
5. Never behave in a way that frightens or demeans any child or young person.
6. Do not use any racist, sexist, discriminatory or offensive language.
7. Do not give your personal contact details / personal website details to children, parents and carers.
8. Do not use internet or web-based communication channels to send personal messages to / befriend children.
9. Do not take pictures of children you come into contact with through your work.
10. Do not give children presents or personal items.
11. Do not engage in any sexual activity (this would include using sexualized language) with a child you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
12. Do not engage in any physical contact with a child.
13. Do talk explicitly to children about their right to be kept safe from harm.
14. Do listen to children.
15. Do make sure you have read the Safeguarding children procedure and that you feel confident that you know how to recognise when a child may be suffering harm,

how to handle any disclosure and how to report any concerns.

16. Do seek advice and support from your colleagues, Line Manager or supervisors and your DSL.

APPENDIX C

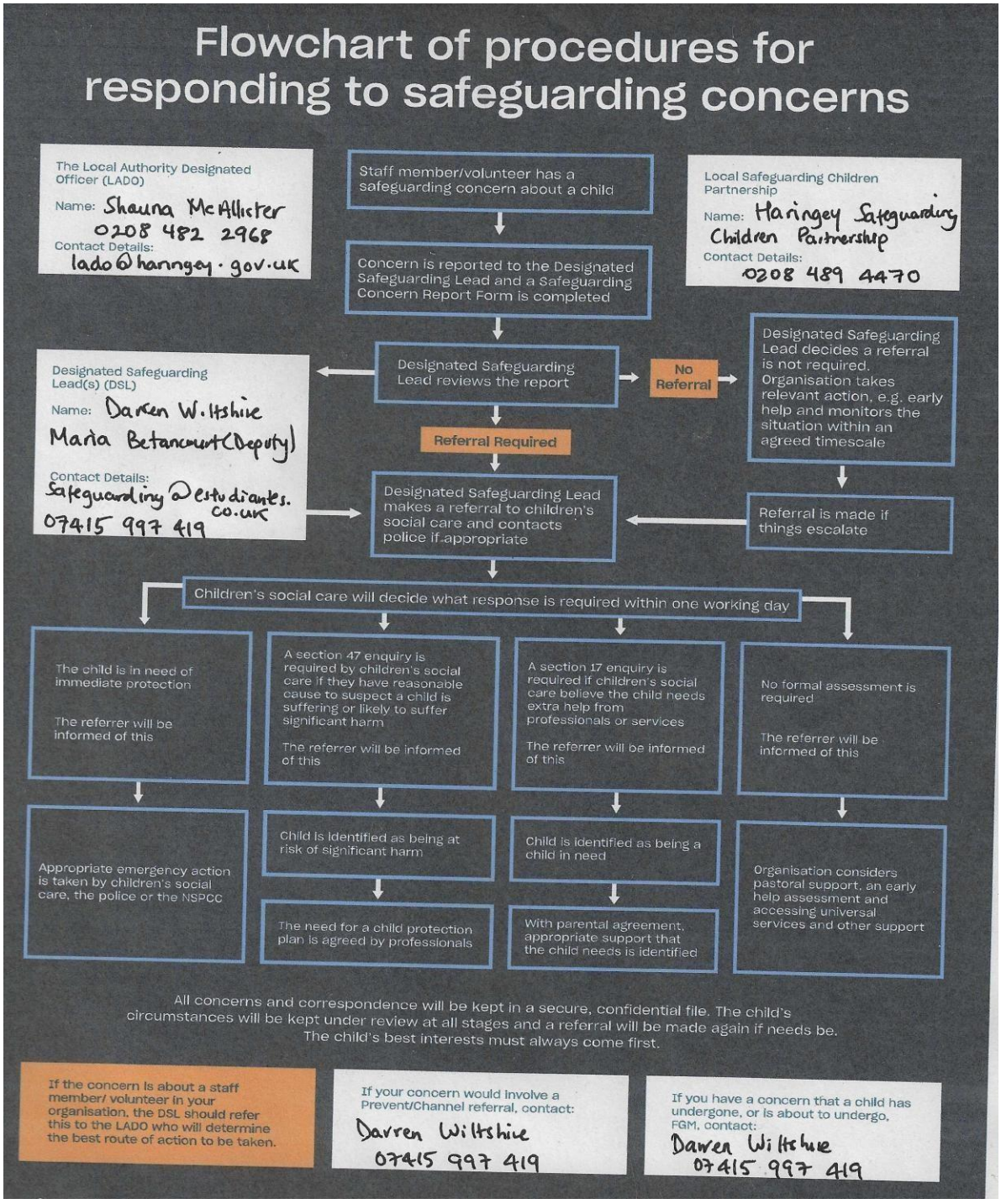
Key and Useful Contacts

Designated Safeguarding Deputy Officer (DSO)	Maria Betancourt Email: safeguarding@estudiantes.co.uk Phone: 07542 678226
Designated Safeguarding Officer (DSO)	Darren Wiltshire Email: safeguarding@estudiantes.co.uk Phone: 07913 133 014
Safeguarding Lead	Marcus Foley – 07415 997419 Email: info@estudiantes.co.uk

External Contacts

1	**Haringey's Local Authority Designated Officer (LADO)**	2nd Floor River Park House London N22 8HQ Email: LADO@haringey.gov.uk Tel: 020 8489 2968 **Single Point of Access** (Previously First Response) 020 8489 4592 / 5956 / 5762 / 4582
2	**Haringey MASH Report Abuse and Neglect**	Email:MashReferral@haringey.gov.uk Tel: 020 8489 4470 Out of hours: 020 8489 0000 Local Safeguarding Children Board: 020 8489 3145 / 5837 LSCB Email: lscb@haringey.gov.uk
3	**Childline**	0800 1111
4	**NSPCC**	Child Protection Helpline: 0808 800 5000
5	**Samaritans**	Emotional Support for people experiencing feelings of distress, despair or suicide, 24 hrs: 08457 90 90 90
6	**Anti-Terrorist Hotline**	Call: 0800 789 321
7	**NSPCCC Whistleblowing Advice Helpline**	Free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organization. Call: 0800 028 0285
8	**Victim Support**	For anyone affected by crime in England or Wales. Call: 08 08 166 89 111

APPENDIX (D)



Date first adopted: 1st August 2021

Review Date	Amendments/Updates made	Reviewed & accepted as is ☐	Proposed next review date
01.08.22	In accordance with Children Act 2004 & working together to Safeguard Children 2018	yes	01.08.23
01.08.23	Sec parental consent added	Yes	01.08.24
01.08.24	Changes to Staff	Yes	01.08.25
01.08.25	Sec parental consent added	Yes	01.08.26